Open University Add / Drop Form

CSU Chico ID Number

If you do NOT have a CSU Chico ID Number, please list the following:

/ / Date of Birth (mm/dd/yyyy)

*Student signature required on both pages

Last Name First Name MI Term Year

Mailing Address Phone Number

City State Zip Email Address

Benefitted CSU Chico Employee? □ Yes □ No

Class Level: □ Undergraduate □ Post-Bac

Serious/Compelling Reason if late (after 4th week) add / drop:

SIGNATURES ARE VALID FOR 10 BUSINESS DAYS ***Read "SIGNATURES" box below to determine which signatures are required.

SIGNATURES

Instructor: • Required for all adds. • Lab instructor signature required if lab instructor is not the same as lecturer. • Required for any drop after the 2nd week of the semester.

Department Chair: • Required for any student who has been academically disqualified or denied admission to CSU, Chico. • Required for all adds under the College of Engineering.

• Required for any drops after the 4th week of the semester.

Academic Advisor: • Required for any add of student academically disqualified or denied admission to CSU, Chico. Undergraduates must go to SSC 220, Graduates must go to SSC 460.

College Dean: • Required for all adds or drops after the 4th week of the semester.

STUDENT, PLEASE READ AND SIGN:

• I understand that enrollment is not finalized until completed Add Form with all required signatures is submitted to Continuing Education with payment in full

• I understand that I am responsible for reading and understanding the Add / Drop / Refund policies posted at rce.csuchico.edu/openu prior to enrollment

• I understand that CSU, Chico will accept no more than 24 units towards an Undergraduate Degree or 9 units towards a Graduate Degree of Open University coursework

Student Signature Date

Student, please read and sign:

Regional and Continuing Education, CSU, Chico • Chico, CA 95929-0250 • Questions? Please call (530) 898-6105 • rce.csuchico.edu/openu • Fax# (530) 898-4020

March 2014
Open University Eligibility & Enrollment Requirements

A. All students must complete the following section:

Are you currently admitted or authorized to enroll as a CSU, Chico student? □ Yes □ No

If yes, you are not eligible to enroll through Open University.

Did you attend, for at least three years, a high school or college in which English was the primary language of instruction? □ Yes □ No

If no, did you bring documentation of your English Proficiency Test? (accepted documents and scores found on next page) □ Yes □ No

TOEFL PBT (Undergrad 500 or Grad 550); TOEFL iBT (Undergrad 61 or Grad 80); IELTS (Undergrad 6 or Grad 6.5); Pearson (Undergrad 47 or Grad 59) □ Yes □ No

Have you lived in the U.S. for the preceding three years? □ Yes □ No

If no, did you bring a Tuberculosis test verification? □ Yes □ No

All applicants who were born after January 1, 1957 must have proof of MMR (measles, mumps, rubella) immunizations, regardless of citizenship.

Citizenship status: □ U.S. Citizen □ Non-U.S. Citizen (if non-U.S. citizen, you must complete section B)

B. Non-U.S. Citizens must complete the following section:

1. Student or Exchange Visa Holders: Continuing Education is authorized to enroll F-1 and J-1 Visa holders who can establish that they are maintaining their respective non-immigrant status with their sponsoring universities or institutions. Open University students are not considered to be full-time matriculated students for immigration purposes.

2. Documents: be prepared to present one of the following documents at time of registration.
   a) Immigrant status: Permanent Resident Card# ______________________
   b) Refugee or asylum applicant status: copy of the I-94 document. Admission# ______________________
   c) Other non-immigrant status:
      Visa type: ______________________ Admission# ______________________ Passport# ______________________
   d) Student status: F-1 or J-1 Visa and your passport. You are required to have the DSO (Designated School Official) or RO (Responsible Official) fill in the box below.

      To be completed by DSO for F-1 or RO for J-1 Visa students.

      Student status: F-1 Visa, SEVIS ID# ______________________ or J-1 Visa, SEVIS ID# ______________________
      Passport# ______________________

      At what University / institution is the student admitted? ______________________ Number of units ________ Quarter or Semester? ________

      Authorization by the DSO or RO at that University / institution is required:

      DSO's or RO's Printed Name ______________________ DSO's or RO's Signature ______________________

      Date ______________________ Phone ______________________ Email Address ______________________

3. Undocumented Resident:

   I certify that I am eligible to take classes due to: □ AB 540 Affidavit □ Other ______________________

4. Certification: I certify that the information in section A and, if applicable, section B is true and correct. Signature: ______________________ Date: ________

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